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13 June 1962

MEMORANDUM FOR: Director of Training
THROUGH : Chief, Operations School
SUBJECT : Weekly Activities Report No. 23
7 - 13 June 1962

A. SIGNIFICANT ITEMS

Nothing to report.

B. OTHER ITEMS

1. Information Reporting, Reports and Requirements (IRRR):

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[REDACTED] WE/[REDACTED], concluded eight days of tutorial training in IRRR on 7 June.

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2. Information Reports Familiarization (IRF):

25X1A8b

Although she failed to check out officially, [REDACTED] also from [REDACTED] has not appeared for tutorial instruction in IRF since 8 June. During the two weeks following her enrollment on 28 May, absence and tardiness accounted for about half the instruction time. As a consequence, despite the completion of three tours of duty, Miss [REDACTED] has not shown the ability to prepare field information reports in finished form.

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25X1A9a

3. Counterintelligence Operations (CI/OPS):

Course No. 45 began on 11 June. Five persons had been enrolled, but with the withdrawal of one to attend the State Department Counter-Insurgency Course (CI second fiddle to C-I) and of another to cover an office that would otherwise be

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operating at less than minimal strength, the class has three students. A canvass of DD/P units prior to the opening of the course recalled the now familiar story: certain divisions consider themselves too stripped of personnel to make students available for this kind of training. I have discussed this matter informally with Mr. [REDACTED] of the CI Staff. It would appear that a survey of the divisions, somewhat along the lines as that recently conducted by the FI Staff for the CSLO, is in order.

4. Records Officers Course (ROC):

Course No. 13 was completed on Friday 8 June 1962. There were thirty-two students in attendance during this running and an additional five students made up one or more days which they had missed in prior courses. ROC No. 14 will commence Monday 9 July following a considerably revised schedule and course content. Under the new schedule the CI Staff will have less participation and RID considerably more participation. The net result will be less emphasis on past mistakes in the matter of records destruction and more emphasis on the duties and responsibilities of Records Officers at present and in the future when "Walnut" becomes operative.

5. Clandestine Services Liaison Operations (CSLO):

Course No. 20 was concluded on 8 June. Three students completed the course (the fourth member of the class had to withdraw at the end of the second week due to internal changes in TSD). A course report is in process.

6. Covert Action Operations (CAO):

Mr. [REDACTED] arranged tutorial instruction for two persons who had been enrolled in Course No. 56 that was cancelled. The instruction, which began on 7 June, will be given by various members of the CA Staff and through the medium of selected readings.

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7. Staff Members Activities

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a. Mr. [REDACTED] is continuing to provide tradecraft instruction on a tutorial basis for one student.

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b. In addition to his temporary assignment to Covert Training, Mr. [REDACTED] gave a lecture in the IOC on 12 June and is handling the administrative end of obtaining medical clearances for six [REDACTED] students.

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c. Mr. [REDACTED] is attending the State Department Counter-Insurgency Course which began on 11 June.

C. ADMINISTRATION

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Mr. [REDACTED] joined this staff on 12 June 1962 to assist Mr. [REDACTED] in the reports courses.

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